

Checklist for Filing an Answer

Keep a copy of all documents for your records.
Attend all court hearings.

The Complaint/Petition tells you what the plaintiff/petitioner wants the court to do. Read the Complaint/Petition carefully, and then provide the following information in your answer. Some parts of the answer may not apply to your circumstances, but only a lawyer can advise you.

(1) To complete your answer

- ☐ Print your name and contact information in the upper left hand corner of the Answer form. Check whether you are the defendant/respondent or the attorney for the defendant/respondent.
- ☐ Complete the heading exactly as it appears in the Complaint/Petition.
- ☐ If you agree with a statement in the Complaint/Petition, print its paragraph number in Paragraph (1) in the Answer. If the statements in the Complaint/Petition do not have paragraph numbers, describe the statement. For example, "Plaintiff claims that"
- ☐ If you disagree with a statement in the Complaint/Petition, print its paragraph number in Paragraph (2) in the Answer. If the statements in the Complaint/Petition do not have paragraph numbers, describe the statement. For example, "Plaintiff claims that"
- ☐ If you do not have enough information to agree or disagree with a statement in the Complaint/Petition, print its paragraph number in Paragraph (3) in the Answer. If the statements in the Complaint/Petition do not have paragraph numbers, describe the statement. For example, "Plaintiff's claim that"
- ☐ Respond to paragraphs in the Complaint/Petition that are not completely true or false in Paragraphs (4), (5), and (6). For each paragraph from the Complaint/Petition that falls into this category, explain what part of the claim is true and what part is not.

(2) To add an affirmative defense

- ☐ An affirmative defense is a reason that the plaintiff/petitioner should lose even if all of the claims are true. For example, the plaintiff made a procedural mistake, like not serving you properly or the case was filed after the statute of limitations. You might not have any affirmative defenses.
- ☐ If you have any affirmative defenses, state them in Paragraphs (7), (8) and (9). Each defense should be a separately numbered paragraph.
- ☐ See [URCP 8\(b\)](#) about affirmative defenses.

(3) To add a counterclaim

- ☐ A counterclaim is a claim that you have against the plaintiff/petitioner. You might not have any counterclaims. See [URCP 13](#) about counterclaims.
- ☐ If you have a counterclaim, state each of the elements of that claim separately in Paragraphs (10) through (13).
- ☐ There is no fee for filing an Answer, but there is a fee for a counterclaim. For more information, see our webpage on [Fees](#).

(4) To add a request

- ☐ If you want the court to do something. You must tell the court what you want it to do.
- ☐ For example, you could ask the court to dismiss the Complaint/Petition or to award you damages on your counterclaim.
- ☐ Explain fully what you are asking for.

(5) Date, sign and file your Answer.

- ☐ Omit any private and protected information. When filed, this document becomes a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records and data that are classified as public, private, and protected, see [Rule 4-202.02](#).
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party.
- ☐ File the form with the judicial services representative.